

JOB PROFILE

Job Title: Senior Research and Learning Manager

Reports to: Director UKHIH

Salary Band: S1

Our salary bands are benchmarked externally. New staff usually join at the bottom of the salary band to allow for progression and consistency with existing staff.

Line management responsibility: None

Budget responsibility: C£200,000

Location: London and remote working in UK

We operate a remote first working environment whereby staff are able to choose to work from home or their office of reference. Staff are expected to attend in person meetings on a monthly basis (at most) to support collaboration and connection with team members.

Hours: Full time

We aim to support flexible working as much as possible and requests for non-standard or part time hours will be considered.

Contract Term: Until end March 2025

Extension may be possible subject to confirmed funding decisions.

ABOUT US

Founded in 2020, the UK Humanitarian Innovation Hub (UKHIH) is hosted by Elrha, a global organisation that finds solutions to complex humanitarian problems and funded by the UK's Foreign and Commonwealth Development Office (FCDO).

Our mission is to solve big humanitarian problems through rigorous research and creative innovations. We do this by convening, collaborating, co-creating, and crowding in resources from inside and outside of the humanitarian sector. We engage diverse stakeholders to develop relevant and effective solutions. This includes bringing together the perspectives of crisis-affected communities and the experiences of humanitarian actors, with UK and global capacities and resources.

Since inception in 2020, UKHIH has adopted an approach of brokering and facilitating Strategic Innovation Partnerships (SIPs). These are high impact collaborations that contribute to major advances in humanitarian innovation through a shared strategic learning process. A central component of our SIPs has been the inclusion of LMIC researchers in our research through the UKHIH fellowship scheme. Our UKHIH fellows lead components of the research, offer invaluable insights and connections to communities, and support local capacity strengthening.

A second component of the UKHIH's work has been supporting a Humanitarian Rapid Research Initiative (HRRRI) which facilitates real-time research and convening around major new crises. Through this initiative we have produced rapid reports on ethical issues in Afghanistan, capacities for responding to cholera, local perspectives on responding to the Turkey/Syria earthquake, the humanitarian response to flooding in Pakistan, emerging humanitarian priorities in Ukraine, and strategic learning related to humanitarian response in Afghanistan.

More recently we have launched a new area of work focused on ecosystem development within the humanitarian system. This includes work on UK capability mapping and a foresight initiative around emerging technologies that could aid the humanitarian sector in effectively meeting core challenges in the coming decade.

JOB PURPOSE

This role is one of two Senior Research and Learning Managers which shape and implement the UKHIH research and innovation agenda under the oversight of the Director UKHIH.

With responsibility for a defined strategic thematic priority, the role manages a portfolio of UKHIH research and/or innovation workstreams, involving the delivery of research and the provision of oversight and technical support and of research grants and commissions. The role is also actively involved in leading, planning and delivering of UKHIH capability building, communications and convening activities, working with a range of colleagues across the UKHIH and Elrha.

KEY ACCOUNTABILITIES

Portfolio Management of Research and Innovation Workstreams

- Manage an assigned portfolio of new and existing UKHIH research and/or innovation workstreams, maintaining high quality oversight and escalating issues relating to programmatic risk to the UKHIH Director.
- Co-develop, lead, and/or commission assigned research and innovation initiatives designed to improve humanitarian innovation systems and capacity across the humanitarian sector.
- Work in partnership with UKHIH colleagues to develop and embed timebound capacity plans for assigned portfolio, enabling initiatives to be planned, resourced, and sustained effectively.
- Provide capacity building support to assigned portfolio, including the provision of advice and guidance within the remit of research methodologies and ethics, diversity and inclusion within research and innovation activities, collaborative ideation approaches and innovation best policy and practice.
- Provide technical advice to assigned partners, grantees, and service providers to synthesise critical data and learning from UKHIH-funded research for inclusion in reports, publications and for dissemination via relevant fora and channels.
- Be responsible for consolidating data, results, and critical learning from assigned portfolio for UKHIH and donor reports.
- Facilitate partners, grantees, and service providers of assigned portfolio to connect with other actors and networks, supporting collaboration and knowledge sharing.
- Keep abreast of the latest developments and discourse on global humanitarian research and innovation approaches relevant to an assigned portfolio and to inform the work of UKHIH and its stakeholders more generally.

Engagement and Communications

- Led by the UKHIH Director, contribute to the engagement of the UKHIH Advisory Group, preparing papers and co-ordinating requests for technical support.
- Work alongside the UKHIH Communications and Engagement Manager to facilitate assigned partners, grantees, and service providers to develop communications and stakeholder engagement plans and support implementation across multiple channels.
- Corresponding to assigned portfolio and other UKHIH workstreams where required, contribute to the production of external communications resources, such as research reports, policy papers, blogs, news articles, social media posts and press releases.

- Work closely with the UKHIH Communications and Engagement Manager to develop and implement plans for the publication, dissemination and promotion of UKHIH-led research and innovation workstreams.
- Build and maintain UKHIH participation with strategically aligned research and innovation fora and networks to foster strategic alliances to enhance the impact and reach of UKHIH's research and innovation initiatives.
- Identify and cultivate new engagement with key stakeholders, including international and local actors, government agencies, and private sector entities.
- Contribute actively towards the maintenance and building of the UKHIH stakeholder map.

Operations Support

- Work closely with the UKHIH Director to develop and maintain an overarching monitoring, evaluation, learning and accountability plan (MEAL) for UKHIH.
- Facilitate stakeholder engagement, conduct gap analyses and other research to co-develop business cases and/or concept notes for prospective evolving and/or new UKHIH workstreams.
- Guided by the UKHIH Head of Operations, contribute towards the preparation of new calls for proposals and/or commissioning opportunities and support decision making processes.
- Contribute towards engagement with the FCDO to provide updates on progress and impact.

Responsibilities of all employees

- Promote and adhere to our organisational values at all times, demonstrating behaviour which supports the achievement of our strategy.
- Work within Elrha's guidelines for flexible and remote working practices, including attending in person meetings in London on occasion and as required.
- Undertake any other duties as assigned in support of UKHIH & Elrha's purpose and objectives.

PERSON SPECIFICATION

ESSENTIAL

Qualifications and Experience

- Post-graduate qualification in a relevant area (such as public policy, development studies, innovation studies, humanitarian studies, international relations, human rights, refugee rights and issues) AND/OR proven experience in a related field.
- Extensive experience in the humanitarian system, with a detailed understanding of how the system operates and drives change.
- Track record of collaborating with a range of actors, including government agencies, public sector entities, private sector organisations, universities, and/or NGOs.
- Experience in partner outreach, partner capacity building, network, and alliance building.
- Experience of grant management including knowledge of funding call for proposals and grant management processes.

Skills, Abilities and Attributes

- Strong understanding of research methodologies and ethics.
- Ability to design, conduct and quality assure qualitative and/or quantitative data analysis.
- Ability to synthesise and communicate complex research findings to diverse stakeholders.
- Proficiency in producing externally published resources to a high standard.
- Skills in conducting gap analyses.
- Ability to develop business cases or concept notes.
- Knowledge of systems change methodologies.
- Ability to provide research and innovation technical advice and support to partners and stakeholders.
- Strong external representation skills, including extensive experience facilitating workshops, speaking at events/meetings, and communicating effectively in a range of formats. .
- Strong connections in the international humanitarian and development research community.
- Resourceful, proactive, flexible and with the ability to work in a constantly changing environment.
- High degree of computer literacy, including knowledge and experience in the use of Microsoft packages, ideally including SharePoint and MS Project.
- Strong attention to detail and organisational skills including the ability to plan, prioritise and ensure implementation of work to required standards and tight deadlines, often under pressure.

DESIRABLE

- Field experience in a conflict, disasters or other humanitarian setting.
- Policy and/or programme experience of operational / field innovation in humanitarian settings.
- Proven track record of published research in relevant fields.
- Experience of engagement with funding bodies such as the FCDO to provide updates on progress and impact.

Child Protection level

Level 1 - the responsibilities of the post do not require you to have contact with children or young people.

We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.